

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

ENGINEERING SPECIALIST

JOB DESCRIPTION

Employees in this job function as professional specialists with responsibility for an engineering program or specialty area, or as an administrative assistant to an administrator or executive. Positions are (1) designated as specialists by the Appointing Authority; (2) accepted and classified by Civil Service; (3) require advanced knowledge in the field of work; (4) responsible for highly complex assignments; (5) the scope of responsibility is significant; and (6) the job function has considerable impact within the department. Typically, positions in this job do not supervise.

There are three classifications in this job.

Position Code Title – Engineering Specialist-2

Engineering Specialist 13

The employee functions as a second-level specialist or as an administrative assistant to an office director, division director, or equivalent-level administrator

Position Code Title – Engineering Specialist-3

Engineering Specialist 14

The employee functions as a third-level specialist or as an administrative assistant to a bureau director or equivalent-level executive.

Position Code Title – Engineering Specialist-4

Engineering Specialist 15

The employee functions as a fourth-level specialist or as an administrative assistant to an executive.

First-level specialists are classified at the advanced level of the Engineer job.

JOB CONCEPTS

Specialist jobs are evaluated by the Appointing authority using the ECP Group Two Professional Specialist Position Evaluation Worksheet to recommend the appropriate classification level. Civil Service reviews the factors for job complexity, program or specialty scope, and impact to determine classification level. There are two types of specialist jobs:

Program Specialist: The predominant and essential function of the job is its assigned responsibility for an accepted program that is statewide, department-wide, agency-wide, or the equivalent in scope. Such jobs are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

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Staff Specialist: The predominant and essential function of the job is to serve as an expert in a particular specialty area or professional discipline that is statewide, department-wide, agency-wide, or the equivalent in scope. Such positions are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

Administrative Assistant jobs have the predominate and essential function to advise and assist an administrator or executive in all areas for which the official is responsible. The positions report directly to the official in a staff capacity, and are typically involved in budget development, program planning, policy and procedures development, representing the official at meetings and otherwise assisting in all areas of the official's responsibilities.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Administrative Assistant

Advises and assists the official in all areas of responsibility.

Carries out special projects as assigned by the official.

Assists in program planning, policy, and procedure development.

Participates in budget development.

Represents the official at meetings.

Specialist

Recommends and formulates procedures, policies, and guidelines for assigned programs.

Develops and implements program goals and plans.

Makes recommendations in areas of expertise for the program.

Acts as a liaison with other agencies, organizations, and employees to coordinate the technical aspects of the programs.

Carries out responsibilities within areas of specialization, including investigation, evaluation, and plan design.

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Analyzes engineering and other data and information concerning assigned programs, and makes recommendations.

Serves as a technical consultant and liaison with industry and governmental agencies.

Plans and coordinates the training of staff.

Conducts special projects.

Prepares special studies and reports.

Maintains records, and prepares reports and correspondence related to the work.

May perform related essential functions appropriate to the class and other non-essential functions as required.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: The degree of knowledge required is a function of job complexity, program or specialty scope, and impact, which increases with the level of the position.

Administrative Assistant

Knowledge of the principles and techniques of administrative management including organization, planning, staffing, training, budgeting, and reporting.

Knowledge of fiscal planning, budgeting, and management.

Specialist

Knowledge of the operational and technical problems involved in the administration of a specialized program.

Knowledge of the assigned program specialty.

Administrative Assistant and Specialist

Knowledge of methods of planning, developing, and administering programs.

Knowledge of state, federal, and local laws, and legislative processes related to the work.

Knowledge of the need, preparation, and use of reports.

Knowledge of the principles and practices of engineering.

Knowledge of terminology and symbols used in engineering, drafting, and design.

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Knowledge of the equipment, testing, and investigative methods and laboratory procedures related to environmental engineering.

Knowledge of engineering office practices.

Ability to perform research work and to make comprehensive recommendations on engineering issues.

Ability to make mathematical computations and to design engineering projects.

Ability to read, interpret, and prepare engineering plans, specifications and technical reports.

Ability to organize, evaluate, and present information effectively.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

Working Conditions

None.

Physical Requirements

None.

Education

Possession of a bachelor's degree in engineering.

Experience

Engineering Specialist 13

Four years of experience as an engineer, including two years of experience equivalent to an Engineer P11.

OR

One year of experience equivalent to an Engineer 12.

Engineering Specialist 14

Five years of experience as an engineer, including three years of experience equivalent to an Engineer P11.

OR

Two years of experience equivalent to an Engineer 12.

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OR

One year of experience equivalent to an Engineer 13, Engineering Specialist 13, or Engineering Licensed Specialist 13.

Engineering Specialist 15

Three years of experience equivalent to an Engineer 12.

OR

Two years of experience equivalent to an Engineer 13, Engineering Specialist 13, or Engineering Licensed Specialist 13.

OR

One year of experience equivalent to an Engineer 14, Engineering Specialist 14, or Engineering Licensed Specialist 14.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

<u>Job Code</u>	<u>Job Code Description</u>
ENGINRSPL	Engineering Specialist

<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Engineering Specialist-2	ENGSP2	H21-016
Engineering Specialist-3	ENGSP3	H21-018
Engineering Specialist-4	ENGSP4	H21-019